

NAVAL RESEARCH LABORATORY  
Washington, D.C.

NRLINST 4200.3B  
Code 3400  
2 February 2002

NRL INSTRUCTION 4200.3B

From: Commanding Officer  
To: Distribution Lists A and B

Subj: GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

Ref: (a) NAVSUPINST 4200.94, Department of Navy (DON)  
Policies and Procedures for the Implementation  
of the Government-Wide Commercial Purchase  
Card (GCPC) Program  
(b) NAVSUPINST 4200.85C, Shore and Fleet Small  
Purchase and Other Simplified Purchase  
Procedures

1. Purpose. To implement references (a) and (b) and to update information regarding the Government-Wide Commercial Purchase Card (GCPC) Program at NRL.

2. Cancellation. This instruction cancels and supersedes NRLINST 4200.3A. It is a complete revision and should be reviewed in its entirety.

3. Scope. This instruction applies to all NRL sites.

4. Information. In August 1990, after NRL successfully tested the credit card process (then called I.M.P.A.C. card), the program was adopted for NRL-wide implementation. This program, now referred to as the Government-Wide Commercial Purchase Card (GCPC) Program, has undergone many changes and improvements since its inception. The Government purchase card is now mandatory for all Government micro-purchases up to and including \$2,500, and for "payment purposes" only for all non-purchase type use such as training and intergovernmental services. The Department of the Navy (DON) currently participates in the General Services Administration (GSA) contract with Citibank, which provides Mastercard and convenience check services.

5. Guidance. This instruction provides the official NRL policy and procedures governing use of the Government purchase card. Assistance in complying with the provisions of this instruction

can be obtained at: <http://supply.nrl.navy.mil/>. The website contains the most current updates and changes to: the GCPC Program; Department of Defense (DOD), DON, Naval Supply Systems Command (NAVSUP), and NRL policies; and purchase card issuer requirements. Links are provided to sites for mandatory sources and the current Navy GCPC issuer. The site also provides the current due date for monthly statement reconciliation, state tax exempt letters, access to forms, frequently asked questions, telephone numbers for points-of-contact, and email assistance directly from the site. The site is not all-inclusive and should be used in conjunction with this instruction.

6. Responsibility. Government purchase card transaction initiators, cardholders, approving officials, alternate approving officials, and auditors; the Supply Officer (Code 3400); the NRL Agency Program Coordinator (APC) (Code 3440.1) and the Head, Financial Management Division (Code 3300) shall comply with the provisions of this instruction. Division Heads, Branch Heads, and other supervisors and managers shall ensure that purchase card personnel are responsible individuals who are known to exercise good judgment and who are thoroughly familiar with the provisions of this instruction.

7. Forms Availability. The Government Cardholder Dispute Form (CB003 1/2 Final 5-18-01) can be obtained from the Code 3400 website. The Cardholder's Worksheet (HQ-NRL 4200/1 (Rev 11-01)), the Telephone Quotation Record for Purchase Card Orders (HQ-NRL 4265/1 (Rev 11-01)), and the Delegation of Authority (HQ-NRL 5000/1 (10-53)) can be obtained from the NRL Forms Supply Store (Code 5261.2), the Facilities/Administrative Information Office (Code 7030.3) for NRL-SSC, and the Administrative Office (Code 7502) for NRL-MRY. The Cardholder's Worksheet and the Telephone Quotation Record for Purchase Card Orders also are available on Code 5260's website at [eforms1.nrl.navy.mil](http://eforms1.nrl.navy.mil).

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## CHAPTER 1

### ACCOUNTABILITY AND LIABILITY

1. General. The Government purchase card received from the issuer (a bank) is embossed with the cardholder's name. NO OTHER PERSON MAY USE THE CARD. Cardholders should protect purchase cards as they would their own credit cards; however, purchase cards are designed to indicate Government use and should not be confused with personal credit cards. The purchase card issuer does not access personal credit records nor is a personal credit check conducted. However, to implement normal security measures, the company that provides purchase cards to the Department of the Navy (DON) requires verification provided via the Agency Program Coordinator (APC) (Code 3440.1). Cardholders and approving officials are expected to act in a manner befitting the special trust and confidence accorded to them as participants in the Government-Wide Commercial Purchase Card (GCPC) Program. Program participants must comply with the provisions of this instruction in order to prevent jeopardizing NRL's Government Purchase Card Program and/or procurement authority. All purchase card participants are responsible and accountable for the proper use of their purchase cards and their procurement authority.

#### 2. Responsibilities

a. Cardholder. Cardholders are personally responsible for any unauthorized purchases they make. Misuse of a Government purchase card by a cardholder may result in both collection and disciplinary actions.

b. Approving Official. The approving official provides one of the "checks and balances" in the Government purchase card process through a higher-level review. The approving official must scrutinize transactions for propriety and ensure that regulations are followed and deficiencies corrected. The approving official is personally responsible for any unauthorized purchases that he/she knowingly approves which are not for official Government purposes. Approving officials who knowingly approve unauthorized transactions made by a cardholder may face disciplinary action.

c. Division Heads. Division Heads are expected to take reasonable steps to ensure that their personnel adhere to the provisions of this instruction. Division Heads are not expected to be aware of every transaction, but should be aware of the general health of their Division's program and shall ensure

that persons of integrity are placed in the cardholder and approving official positions.

d. Supply Officer. The Head of the Supply Division (Code 3400) is responsible for overseeing the proper implementation of NRL's Government Purchase Card Program. The APC provides initial and refresher cardholder training; approving official training; and liaison with the General Services Administration (GSA), the Office of Naval Research (ONR), the Naval Supply Systems Command (NAVSUP), and the purchase card issuer.

## CHAPTER 2

### INITIATING THE REQUIREMENT

1. Who May Initiate? Anyone may initiate a requirement for material(s) or service(s), but the approving official must review and approve the action prior to purchase. This helps to maintain the checks and balances required by procurement regulations. All Government purchase card transactions are effected through the Procurement Information Processing System (PIPS). New cardholders must contact their Administrative Officer to set up an account in LABMIS in order to process their transactions in PIPS. If a cardholder must initiate a requirement while away from NRL, he/she must contact the Agency Program Coordinator (APC) (Code 3440.1) for guidance and obtain approval from his/her approving official before initiating the purchase. The approval in these cases may be obtained either via a memorandum prepared in anticipation of a requirement, or by telephone (as long as the conversation is documented in the Comments field of the PIPS Bankcard Order/Award screen). Whenever the actual cardholder is also the initiator/end-user, another individual must receive and sign the material receipt document.

2. Purchase Descriptions. The person who initiates the requirement is responsible for providing the cardholder with an adequate description of the purchase, and the cardholder is responsible for accepting only those requirements that have an adequate purchase description. This is necessary in order to enable the cardholder to determine whether the price is fair. Purchase descriptions must provide the common name of the material and sufficient details to enable the cardholder to have a general understanding of what is to be purchased. It may be necessary to include some of the following specifications:

- a. Kind of material (wood or metal, finish grade or rough cut)
- b. Electrical data (ohms, volts, amps, hp, AC/DC)
- c. Dimensions, size, or capacity (6'L X 5'W X 3'H, 30 gallon)
- d. Restrictive environmental conditions
- e. Intended use, including location within an assembly or essential operating conditions

f. Equipment with which the item is to be used

g. Other pertinent information that further describes the item, material, or service required, such as the version number for software

h. Brand names (should not be relied on solely)

Catalog numbers alone are not a sufficient description of material to be purchased; however, cardholders may accept photocopies of catalog pages if they provide adequate descriptions. It should be noted that a description that is too specific can be just as undesirable as one that provides too little detail. Whenever possible, a description should allow tolerances. For instance, if an item can be no longer than a certain length due to space requirements, the description may state that the item "must not exceed \_\_\_\_ feet in length." Drawings and specifications should be included as part of the cardholder's documentation for items that require specific manufacturing.

## CHAPTER 3

### EVALUATING WHETHER THE PURCHASE CARD CAN BE USED

1. Dollar Limitations. Each Government purchase card transaction is limited to \$2,500 or less at the Division level. If the purchase is for more than this amount, the requirement must be submitted on a Procurement Request (PR), via the Procurement Information Processing System (PIPS), to the Supply Division (Code 3400). Each purchase may include multiple line items and multiple job order numbers, provided the total purchase, including transportation, does not exceed \$2,500. Requirements may not be split in order to circumvent this \$2,500 limit. Nor may originators request several different cardholders to procure portions of a requirement that, in total, exceeds \$2,500. This is an area that the approving official should review carefully during the approval process. See Definitions (Appendix C) for more information regarding split purchase.

2. Vendors Who Do Not Accept the Government-Wide Commercial Purchase Card (GCPC). If an individual determines that a requirement can be met by only one vendor, and that vendor does not accept the Government purchase card, the requirement must be submitted to Code 3400 on a PIPS PR. The purchase card issuer, to assist in meeting the Government requirement that all micro-purchases be made only through the GCPC Program, provides convenience checks to be used in such situations. Only the Supply Officer (Code 3400) may issue convenience checks. Code 3400 must document the purchasing file in accordance with Naval Supply Systems Command (NAVSUP) regulations as to the unavailability of a viable source that accepts the purchase card.

3. Unauthorized Purchases. The following items MAY NOT be purchased using the Government purchase card (or require special approvals or documentation). All special approvals shall be obtained and documented in the Cardholder's Worksheet (HQ-NRL 4200/1) (Appendix D). The list provided below is not all-inclusive; there may be other items, especially those intended for personal use, that have not been listed. If in doubt about whether an item may be purchased, cardholders and approving officials should contact the Agency Program Coordinator (APC) (Code 3440.1) by telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil).

a. Personal-Use/Conflict-of-Interest Items. Purchase of any item for personal use rather than for official Government business is prohibited by Federal procurement regulations. If an

item appears to be intended for personal use, but is actually for legitimate official Government business, the PIPS Bankcard Purchase Document (Appendix A) shall be annotated in the Comments field to reflect the legitimate use. The following list contains some of the items most frequently considered to be for personal use or to create a conflict of interest.

(1) Briefcases. These are stocked by the Store Material Issues Branch (Code 3490). If the Supply Stores cannot meet the requirement, purchase may be made with the Government purchase card. An explanation of a requirement that cannot be satisfied by the briefcases carried in the Supply Stores shall be annotated on the PIPS Bankcard Purchase Document.

(2) Cash Advances. Prohibited by General Services Administration (GSA) regulations.

(3) Christmas and Other Seasonal Decorations. Seasonal decorations may be purchased with the approval of the Commanding Officer (Code 1000), provided local customs and traditions are observed. Cardholders are not authorized to purchase Christmas cards.

(4) Coffee Pots. Purchase of coffee pots and similar food preparation and service equipment is prohibited by Department of the Navy (DON) procurement regulations.

(5) Food, Meals, Coffee, and Refreshments. Purchase of light refreshments is authorized for Government-sponsored conferences, under certain conditions and with Division Head approval. Conferences include meetings, retreats, seminars, or symposia to which the majority of the attendees travel in order to attend. (Periodic meetings to which the majority of the participants do not travel (such as regular program management reviews or staff meetings) do not qualify as "conferences" for the purpose of obtaining light refreshments.) "Light refreshments" include coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items for morning, afternoon, or evening breaks. Alcoholic beverages are excluded. If unsure whether a conference qualifies for light refreshments, or about what constitutes "light refreshments," individuals may contact the APC via telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil). Division Head approval is required for the purchase of all light refreshments, and must be documented on Part 2 ("Other") of the Cardholder's Worksheet. Purchase of meals, buffet lines, sandwich lines, heavy hors d'oeuvres, and similar fare is prohibited by Navy procurement regulations.

(6) Membership dues. Payment is prohibited unless the membership solely benefits NRL and contributes to the fulfillment of NRL's mission.

(7) Mementos and Other Give-Away Items. Purchase is prohibited unless the items support employee recognition programs such as safety awards, official DON and/or NRL Awards, or Human Resources Office (HRO) (Code 1800) recognition such as retirement. File documentation should, at the least, reference the supporting regulation(s).

(8) Items Sold by Government Employees or by Businesses Owned and Controlled by Government Employees. Purchase is prohibited by Federal procurement regulations.

(9) Textbooks Associated with Academic Credit Courses. Purchase is prohibited per NRLHROINST 12410.3 (series), Civilian Employee Training and Development.

b. Appliances and Equipment

(1) Air Conditioners. May be purchased only after approval has been obtained from the Research and Development Services Division (Code 3500). NRL policy provides for regulation of energy load and control of ozone-depleting substances (ODSs).

(2) Bottle-Type Water Coolers and Bottled Drinking Water. It is NRL policy that requirements must be verified by Code 3500 prior to purchase, which may be made with Code 3500 approval.

(3) Compact Disc Players (for Music). DON procurement regulations normally consider these to be entertainment items. Their purchase is therefore prohibited unless they are to be used as part of a security system and have been approved by the Special Security Services Section (Code 1223). The purchase of CDs is limited to 25, and they may not be seasonal or religious in nature.

(4) Furniture, Filing Cabinets, and Equipment. Purchase is authorized using mandatory sources of supply. Bypassing of mandatory sources requires additional explanatory file documentation.

(5) Incentive Music/Equipment. Purchase is prohibited by DON procurement regulations except under very restrictive circumstances, in which case purchase must be made by submission of a PIPS PR to Code 3400.

(6) Microwave Ovens. Purchase is prohibited by DON regulations unless for scientific purposes, in which case explanatory file documentation is required. Approval by both the APC and the Safety Branch (Code 1240) must be obtained prior to purchase and documented in Part 2 of the Cardholder's Worksheet.

(7) Refrigerators. Purchase is prohibited by DON regulations unless for scientific purposes, in which case explanatory file documentation is required. Approval by both the APC and Code 1240 must be obtained prior to purchase and documented in Part 2 of the Cardholder's Worksheet.

(8) Hazardous Material (HM). Due to accountability and management requirements, HM may be purchased only after Code 1240 approval has been obtained, in accordance with NRLINST 4110.1 (series), and documented in Part 2 of the Cardholder's Worksheet. Unauthorized purchases can result in the cardholder's privileges being revoked.

(a) Explosives. Purchase is prohibited using a Government purchase card. To ensure safety and security, NRL policy dictates purchase using a PIPS PR, forwarded to Code 3400 via Code 1240. Explosives shall be approved per NAVSEA OP5, Volume 1.

(b) Fireworks or Fireworks Displays. Purchase is prohibited by DON regulations.

(c) Pesticides. Purchase is prohibited using a Government purchase card. Due to file retention required by DON procurement regulations and special requirements, pesticides are to be purchased using a PIPS PR, forwarded to Code 3400 via Code 1240.

(d) Ozone-Depleting Substances (ODSs) and/or Chlorofluorocarbons (CFCs). Purchase is prohibited using a Government purchase card. ODSs and CFCs are to be purchased for authorized users only, and are to be limited to mission-critical requirements. Purchase shall be made using a PIPS PR, forwarded to Code 3400 via Code 1240.

(e) Polychlorinated Biphenyls (PCBs). PCBs generally are not authorized for use and shall not be purchased via Government purchase card.

(f) Radioactive Materials. Purchase is prohibited using a Government purchase card. These must be received by the Health Physics Section (Code 1244), per Federal and DON regulations. All purchases of radioactive materials shall be made using a PIPS PR, forwarded to Code 3400 via Code 1240.

c. Travel and Transportation

(1) Aircraft Rental or Lease. Prohibited by DON procurement regulations because considered transportation; if required, contact Code 3400.

(2) Airline, Boat, Train, and/or Bus Tickets. Purchase is prohibited by GSA regulations. For official travel, tickets shall be obtained through the Travel Services Unit (Code 3352.2).

(3) Fuel and Motor Oil for Vehicles. Purchase is prohibited; acquisition must be coordinated through Code 3500. (NOTE: All NRL vehicles (even sponsor-funded) should be registered with and maintained by Code 3500.)

(4) Lodging. Employees shall use their travel charge cards to secure lodging, per the Joint Travel Regulations (JTR).

(5) Luggage. Purchase is prohibited; considered by DON procurement regulations to be a personal-use and -expense item. Briefcases and laptop carrying cases are available from Code 3490.

(6) Telephone Calls. Payment is prohibited by GSA regulations.

(7) Transportation. Payment is prohibited by DON procurement regulations. Transportation of materials should be coordinated with the Shipping/Traffic Section (Code 3451), local transportation should be coordinated with Code 3500, and transportation in connection with official travel should be coordinated with Code 3352.2.

(8) Vehicles. Both purchase and lease are prohibited by GSA regulations. Requirements should be coordinated with Code 3500.

(9) Vehicle Maintenance. Payment is prohibited by GSA regulations. Requirements should be coordinated with Code 3500. (NOTE: All NRL vehicles (even sponsor-funded) should be registered with and maintained by Code 3500.)

(10) Vehicle Parts. Purchase is prohibited by GSA regulations unless for use other than on a vehicle, in which case the Comments field of the PIPS Bankcard Purchase Document should be annotated.

d. Services and Rentals

(1) Recruitment Advertising. The Personnel Operations Branch (Code 1810) issues all generic recruitment advertisements. All Division-specific recruitment advertisements must indicate Code 1810 approval in Part 2 of the PIPS Bankcard Purchase Document.

(2) Post Doc Advertising. The Program Administration Staff (Code 1006.1) must approve advertisements specifically intended for the recruitment of a Post Doc. All Post Doc recruitment advertisements must indicate Code 1006.1 approval in Part 2 of the PIPS Bankcard Purchase Document.

(3) Building or Land Rental/Lease. Payment is prohibited by GSA regulations. Coordinate requirements with Code 3500.

(4) Construction Services. Payment is prohibited by DON procurement regulations. Coordinate requirements with Code 3500.

(5) Personal Services. Payment is prohibited by Federal procurement regulations. In general, personal services can be identified as those that require direct or indirect Government direction or supervision of a contractor's employees. Includes secretarial, clerical, janitorial, yard, or maintenance services.

(6) Reprints. Purchase is prohibited by NRL policy. All requests for reprints must be made via PIPS PR, forwarded to Code 3400.

e. Miscellaneous

(1) Advance Payments for material or service. Prohibited by DON procurement regulations.

(2) Customs Charges. Payment is prohibited by NRL policy. Customs charges are associated with Foreign Country Purchases (see below).

(3) Foreign Country Purchases. These are discouraged due to duty-free letter requirements, delayed deliveries, and currency rate-of-exchange requirements. If it is determined that an urgent situation necessitates the use of a Government purchase card, or if temporary duty (TDY) travel purchases are anticipated, the cardholder should discuss the requirement with the APC prior to placing the order or beginning TDY.

(4) Office Supplies. Purchase is prohibited by NRL policy. Most office supplies are provided in the Supply Stores. Office supplies may be purchased via Government purchase card in emergencies, if the cardholder documents (in Part 1 of the Cardholder's Worksheet) that the supplies are unavailable via Code 3490 and must be purchased from mandatory sources of supply. The APC shall provide assistance as necessary.

(5) Respirators and Other Personal Protective Equipment (PPE). Purchase is prohibited by NRL policy and by Navy Occupational Safety and Health (NAVOSH) regulations. Code 1240 is the only NRL component authorized to purchase and issue respiratory protection. All PPE shall be authorized and issued by Code 1240; any equipment obtained through other channels is not approved by NAVOSH programs and is prohibited. PPE includes chemical and thermal gloves, safety glasses, chemical goggles, safety shoes, hearing plugs or muffs, and fall protection equipment.

4. Restricted Purchases. The following items may be purchased using the Government purchase card, but they have some restrictions and all require additional approvals from appropriate NRL components (with the exception of Audiovisual Equipment, as discussed below). The required approvals must be obtained prior to purchase and the cardholder is responsible for including these approvals in Part 2 of the Cardholder's Worksheet prior to finalizing the purchase.

a. Audiovisual Equipment. Includes photographic supplies, cameras, televisions, videocassette recorders, camcorders, DVD players, overhead projectors, and digital cameras. These items no longer require approval prior to purchase but still require the use of the appropriate cost element when entering the transaction in PIPS.

b. Communications Equipment. Includes hard-wired and cellular telephones, pagers, cellular messaging, and voice mail. These items typically are provided through the Telephone Section (Code 3533). Purchase by the cardholder requires Operations Branch (Code 3530) approval documented in Part 2 of the Cardholder's Worksheet. When approved by Code 3530, payment for the equipment and for the recurring monthly service charges is permitted if the cardholder:

(1) Is confident that no monthly bill will exceed the single purchase limit of \$2,500.

(2) Uses a mandatory source of supply (i.e., Defense Supply System - Washington (DSSW) contracts at NRL-DC and GSA contracts at NRL-SSC) whenever possible. (NOTE: NRL-CBD uses NRL-DC as its contracting office; NRL-MRY may use either NRL-DC or NRL-SSC as its contracting office.)

(3) Prepares a PIPS PR for signature by the approving official at the beginning of each month, stating estimated monthly cost.

(4) Ensures that the actual end-user of the services verifies the billing amount as correct prior to monthly bank-card reconciliation.

c. Hazardous Material (HM). Per NRLINST 4110.1 (series), requests for all new HM and research chemicals shall be reviewed and approved by Code 1240 in Part 2 of the Cardholder's Worksheet prior to purchase. If a Material Safety Data Sheet (MSDS) is not available in the Code 1240 MSDS central repository, Code 1240 shall instruct the cardholder to obtain one from the vendor. The MSDS must be given to the individual who will actually use the HM. Once a particular HM has been approved and appears on a Division's Authorized Use List (AUL), the HM does not require repeat approval by Code 1240. Whenever Code 1240 approval is not obtained because the HM appears on a Division's AUL, the cardholder must so document on Part 2 of the Cardholder's Worksheet.

d. Gas Cabinets, Flammable Cabinets, and Laboratory Fume Hoods. These items must be approved by Code 1240 in Part 2 of the Cardholder's Worksheet prior to purchase.

e. Modular Furniture and Ergonomic Workstations. These items must be approved by Code 1240 in Part 2 of the Cardholder's Worksheet prior to purchase.

f. Heating, Ventilation, and Air Conditioning Equipment. These items (such as portable space heaters, fans, and window air units) must be approved by Code 3500 in Part 2 of the Cardholder's Worksheet prior to purchase.

g. Ladders, Power Sources, and Wet Cell and Lithium Batteries. These items must be approved by Code 1240 in Part 2 of the Cardholder's Worksheet prior to purchase.

h. Radio Frequency and Global Positioning (GPS) Equipment. These items must be approved by the Communications Unit (Code 1221.4) in Part 2 of the Cardholder's Worksheet prior to purchase.

i. Safes, Locks, and Security Files. These items must be approved by the Physical Security Services Section (Code 1222) in Part 2 of the Cardholder's Worksheet prior to purchase.

j. Software Licenses and Upgrades. These items are permitted only if they incur a one-time charge with no recurring monthly payments. The period of performance must be included in the PIPS Bankcard Purchase Document.

CHAPTER 4

PURCHASE PROCEDURES

1. Review of Mandatory Sources of Supply

a. Screening Priority. Before a purchase may be made using the Government purchase card, the cardholder must determine whether the material is available from mandatory supply sources. These include (in priority order) the Store Material Issues Branch (Code 3490); excess sources such as other NRL Divisions, other Navy or DOD activities, etc; Javits-Wagner-O'Day (JWOD), the Federal Prison Industries (UNICOR), and General Services Administration (GSA) Federal Supply Schedules (FSSs).

(1) Step 1

(a) Code 3490. NRL Supply Stores shall be checked to determine whether the material is in stock. This can be done by physically checking at the stores, by calling 202-767-2900, by making a LABMIS inquiry, or via email at [Help\\_Supply@labmis.nrl.navy.mil](mailto:Help_Supply@labmis.nrl.navy.mil).

(b) Excess Equipment and/or IT Supplies and Peripherals. The cardholder must check with the Division Equipment Control Coordinator (ECC) to see if such items are available through excess sources.

(2) Step 2

(a) JWOD. The Javits-Wagner-O'Day Act of 1971 mandates the JWOD Program (<http://www.jwod.com/>) as a mandatory source of supply for Federal employees. The JWOD Program is administered by the Committee for Purchase from People Who are Blind or Severely Disabled. Two independent organizations (National Institutes for the Blind (NIB) (<http://www.nib.org/>) and National Institutes for the Severely Handicapped (NISH) (<http://www.nish.org/>)) assist in providing quality products through the JWOD Program. The cardholder must check this mandatory source by visiting the websites listed here, by following links at the Supply Division (Code 3400) website (<http://supply.nrl.navy.mil>), or by contacting the Technical Staff (Code 3440.4) by telephone or via email at [Help\\_Supply@labmis.nrl.navy.mil](mailto:Help_Supply@labmis.nrl.navy.mil). If the material is available through JWOD, the cardholder shall proceed to paragraph 1a(2)(d); if not, the cardholder shall proceed to paragraph 1a(2)(b).

(b) UNICOR. The Federal Prison Industries (FPI) operates under the corporate name of UNICOR. The cardholder must check this mandatory source by visiting their website at <http://www.unicor.gov>, by following a link at Code 3400's website (<http://supply.nrl.navy.mil>), or by contacting Code 3440.4. If the material is available through UNICOR, the cardholder shall proceed to paragraph 1a(2)(d); if not, the cardholder shall proceed to paragraph 1a(2)(c).

(c) GSA FSSs. The cardholder must determine whether the material is available through GSA FSSs by looking up the description of the requirement at the GSA website (<http://www.fsa.gsa.gov/>), by following a link at Code 3400's website (<http://supply.nrl.navy.mil>), or by contacting Code 3440.4. If the material is available on a GSA FSS, the cardholder shall proceed to paragraph 1a(2)(d). When entering the transaction into the Procurement Information Processing System (PIPS), the cardholder shall type the GSA FSS contract number in the GSA/FSS field of the PIPS Bankcard Order/Award Screen. If the material is not available on a GSA FSS, the cardholder shall proceed to Step 3.

(d) The cardholder must contact the vendor to see if the following conditions can be satisfied; if so, the cardholder shall proceed to Step 3. If not, the cardholder shall annotate Part 1 of the Cardholder's Worksheet (Appendix D) and proceed to Step 3:

1 The material is available within the required time frame;

2 The requirement meets the minimum quantity or dollar amounts set by the vendor; and

3 The vendor provides coverage to the required geographic area.

(3) Step 3

(a) Cardholder's Worksheet (HQ-NRL 4200/1). The cardholder must complete Part 1 of the Cardholder's Worksheet, indicating from which mandatory source the material is available, or documenting that the mandatory sources were not available or the reasons that they were bypassed. Further, the cardholder must obtain all Division approvals and special approvals, and document them in Part 2 of the Cardholder's Worksheet, when applicable. If an item cannot be procured from a

mandatory source, the cardholder shall proceed to paragraph 1a(3)(b), and then proceed to Step 4.

(b) Soliciting from Commercial Vendors. Purchases under the micro-purchase limit (\$2,500) are exempt from the Buy American Act and from the small business reserve of the Small Business Act. Cardholders should purchase from small businesses whenever practical, but may make purchases under the micro-purchase threshold without regard to the Buy American Act or to business size.

(4) Step 4. Rotating Sources of Supply. Whenever practical, cardholders must solicit from other than the previous winning vendor. Cardholders should refrain from continually using the same vendor unless a market search shows that that vendor consistently provides the best price and conditions. In such a case, the file shall be documented on the Cardholder's Worksheet or the Telephone Quotation Record for Purchase Card Orders (HQ-NRL 4265/1) (Appendix E). Although rotation is important, a higher price should not be paid simply to rotate the business. Cardholders shall then proceed to Step 5.

(5) Step 5

(a) Negotiating with the Vendor. After considering the following, proceed to Step 6.

1 Techniques for Best Pricing. The cardholder has flexibility in dealing with vendors. It is perfectly acceptable for the cardholder to discuss most aspects of the purchase with responsible vendors to clarify information and to reach an understanding and agreement on the terms and conditions of the requirement. It is perfectly acceptable to negotiate to get the best price for the Government. If the cardholder determines that it is in the Government's best interest to solicit quotations from more than one vendor, the Telephone Quotation Record for Purchase Card Orders should be completed and retained. Quotes from one vendor should not be disclosed to another vendor.

2 Terms and Conditions. Price is not the only factor to consider when making the award. The following should be considered as a total package:

a Transportation Methods. In order of preference, there are three types of transportation terms associated with a purchase: vendor delivery, common carrier, and Government pickup. Vendor delivery is preferable because 100% of the

risk lies with the vendor until the material is delivered to NRL. If the estimated shipping cost exceeds \$100, or if the Government's interest is better served by using a common carrier or Government pickup, the Shipping/Traffic Section (Code 3451) shall be contacted for guidance by telephone or via email at [Help\\_Supply@nrl.navy.mil](mailto:Help_Supply@nrl.navy.mil) before the order is placed.

b Shipping Costs. In order of preference, there are two methods by which vendors handle shipping costs: Free on Board (FOB) Destination and FOB Origin. FOB Destination (PIPS Code D) is the best method, simply because the vendor agrees to pay all transportation costs and is responsible for the material until it reaches NRL. FOB Origin (PIPS Code R) means that NRL pays the charges as a separate line item and must resolve claims for lost material or damages in transit with a carrier other than the vendor. In the case of FOB Origin, the cardholder must fill in the appropriate FOB Code (R) on the PIPS Bankcard Order/Award screen, and the origination point (city and state) in the Comments field of the PIPS Bankcard Order/Award screen. The cardholder shall secure the best estimate of transportation possible and correct any differences from the actual amount during the reconciliation process.

c Guarantees/Warranties

d Return Policies

e Partial Shipments. The cardholder should tell the vendor at the time that the order is placed that NRL cannot accept partial shipments. However, vendors often make partial shipments without authorization. If a partial shipment is received, the vendor has not confirmed that the remainder will be shipped soon, and the monthly Statement of Account (Appendix F) reflects billing only for a portion of the order, the cardholder should cancel those line items on the PIPS Bankcard Purchase Document (Appendix A) that have not yet been received or billed. A new Bankcard Purchase Document should be created to reflect items deleted on the original Bankcard Purchase Document, and used to reconcile the Statement of Account when the items have been received and billed. When items have not been received but are billed on the Statement of Account, the cardholder should reconcile these items in PIPS if they have full confidence that the vendor has shipped or will ship the items within a reasonable time frame. It is the cardholder's responsibility to pursue the receipt of these items with the vendor to ensure full receipt.

f Fees. The vendor should not pass on to the Government, or include in the price, any fees charged by the vendor's bank for processing Government purchase card transactions. (GSA contracts for wireless services authorize a 2% administrative fee to be collected by the vendor and paid to GSA. This fee is authorized for payment on the purchase card and can be included as part of the total cost or listed as a separate line item.)

3 Equal Information. The cardholder must always be aware of the need to provide equal information to all prospective quoters. If any of the terms and conditions change during the quoting process, all prospective quoters must be advised of the changes so that all suppliers are quoting on identical terms and conditions.

4 Do Not Discuss. The cardholder should not discuss any information from other vendors, the names of other vendors, the pricing from other vendors, or the amount of money available to the originator. However, the cardholder may disclose the fact that the material can be purchased for a lower price or better conditions without revealing the specific vendor.

(6) Step 6

(a) Fair and Reasonable Price. One of the cardholder's primary responsibilities is to be reasonably sure that the price paid is fair and reasonable. There are five factors to consider when determining price reasonableness in the purchase of materials or services: quality, quantity, price, source, and availability. Small purchase procedures provide three ways to determine a fair and reasonable price, at least one of which must be documented in Part 3 of the Cardholder's Worksheet:

1 Commercial/Published Price List. A published price list indicates that the marketplace determines the price reasonableness. If a published price list is used, it should be copied and retained in the file; if the cardholder does not have access to the list, the page number and date of the price list may be annotated in the appropriate area of Part 3 of the Cardholder's Worksheet.

2 Common Sense. The cardholder should also use good judgment and common sense, asking oneself "If I were paying with my own money, would I make this purchase?" If the answer is yes, the file shall be documented by checking the

statement "I certify that if I were paying my own money, I would purchase this product" in Part 3 of the Cardholder's Worksheet.

3 Competition. Competition assures the Government of obtaining a reasonable price; however, the administrative cost of verifying price reasonableness through competition may offset potential savings, especially for purchases under \$2,500. Therefore, the cardholder may purchase on a single quote if the price can be determined to be fair and reasonable. When the cardholder feels that competition is desirable, the Telephone Quotation Record for Purchase Card Orders should be completed and retained in the file, and Part 3 of the Cardholder's Worksheet annotated appropriately.

(7) Step 7. Funds Availability and Authorization. Before finalizing a purchase with a vendor, the person who authorized the initiation of purchase and certified that funds are available (as on a Procurement Request) is required to provide written approval in the Funds Availability block of the electronically generated PIPS Bankcard Purchase Document. The Division shall determine when the purchase shall be finalized.

(8) Step 8. Approving Official Approval. Before the cardholder may finalize the purchase, the approving official must review the PIPS Bankcard Purchase Document, Cardholder's Worksheet, and Telephone Quotation Record for Purchase Card Orders (if applicable) for correctness and propriety. Review of the Cardholder's Worksheet must ensure the presence of proper documentation when bypassing mandatory sources of supply, and special approval signatures as needed. When the approving official is satisfied that all is correct, he/she shall sign the Approving Official block of the PIPS Bankcard Purchase Document. An alternate approving official may be designated by the Division Head to facilitate the process in the approving official's absence. Appointment of alternate approving officials must be accomplished through the Agency Program Coordinator (APC) (Code 3440.1), as are approving officials. Although the APC cannot financially approve the purchase, the APC can make recommendations regarding the propriety of the purchase if the approving official and alternate approving official are absent.

(9) Step 9

(a) Finalizing the Purchase with the Vendor. When the above steps are completed, the cardholder is ready to finalize the purchase with the vendor. This can be done in per-

son at the vendor's place of business (over the counter), via the Internet, or by telephone. Whatever the method, the cardholder should reaffirm all the terms and conditions negotiated in Step 6 and consider the following:

1 No Sales Tax. The Federal Government is exempt from paying state sales tax. If the vendor insists on proof of exemption, the cardholder should:

a Provide a photocopy of the Government purchase card, with the card number and the expiration date blacked out. This assures the vendor that a Government purchase card is being used; or

b Provide a copy of the individual tax-exempt letters provided by GSA. These can be obtained at Code 3400's website (<http://supply.nrl.navy.mil>). The APC may be contacted for assistance by telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil).

2 Delivery Methods. The vendor must understand how the material is to be delivered. There are three ways to do this:

a Vendor Delivery. At NRL-DC, the cardholder arranges to have the vendor deliver the material to a designated location via Building 49, informing all delivery personnel that they must obtain visitor control badges from the Security Branch (Code 1220) (Building 72) prior to gaining entrance to NRL. This procedure alerts the recipient to an impending delivery (when Code 1220 calls to verify that a visitor is expected). At NRL-SSC, the cardholder arranges to have the vendor deliver the material to him/herself, informing all delivery personnel that they must obtain visitor control badges from the Reception Center, Building 3101, South Gate. At NRL-MRY, the cardholder arranges to have the vendor deliver the material to a designated location via Building 704, Receiving/Shipping (in Code 7502).

b Cardholder Pickup. The cardholder picks up the material at the vendor's place of business.

c Other Employee Pickup. The cardholder makes arrangements with the vendor by telephone, but sends another Government employee to pick up the material. NRL contractor employees are not authorized to pick up material on behalf of the Government (with the exception of the Research and Development Services Division (Code 3500) transportation contractor).

3 "Ship To" Option. Occasionally, due to emergencies or field testing, a cardholder needs to have material shipped to another address. The cardholder should use the Ship To field when creating the PIPS Bankcard Purchase Document. In order to protect the Government's investment, the cardholder should have a high confidence level that the end-user will receive the material in a secure manner. The cardholder must ensure that he/she will be informed promptly of the material's receipt, and that all delivery and/or packing receipts will be forwarded to him/her for inclusion in the Government purchase card files.

4 Delivery Location and Labeling. The vendor must know the location to which the material is to be delivered, and should be instructed to label the shipping package/container as follows:

- a Name and Code of recipient,
- b Complete address (street, city, state, and zip code),
- c Building and room number,
- d Procurement Instrument Identification Number (PIIN) or Purchase Order (PO) Number, and
- e The words "Purchase Card" written on the container or shipping label.

5 System Authorization. The merchant will seek electronic authorization from the bank for purchases. Each cardholder's single-purchase limit (\$2,500), 30-day limit, and office limit, and the type of merchant from whom the cardholder is making a purchase, is checked before authorization for that purchase is granted by the bank. Each merchant is identified by type of business through a Standard Industrial Classification (SIC) code. The SIC code is identified each time the vendor seeks authorization. Authorization will be denied if the vendor is an airline, travel agency, hotel, restaurant, gas station, auto rental agency, or bar. Sometimes vendors do not identify themselves properly through the system, or they offer more than one type of service or commodity, and authorization is denied due to the authorized coding for Government purchase card transactions even though the purchase is legitimate. In this case, contact the APC by telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil).

CHAPTER 5

ELECTRONIC DISTRIBUTION OF FORMS

1. General. The Procurement Information Processing System (PIPS) assists the cardholder with automatic distribution of Government purchase card orders, modifications of orders, and receipts (accruals). The cardholder is not required to provide hard copies of the purchase card orders, receipts, or invoices to the Cost Accounting Section (Code 3351) with the reconciled Statement of Account (Appendix F). The reconciliation process requires sending hard copies of only the reconciled Statement of Account, any Government Cardholder Dispute Form (CB003 1/2 Final 5-18-01) (Appendix G) for disputes, and the C34691P Reconciled Bankcard Receipts report. An exception to the streamlined process occurs when the vendor delivers and bills for partial orders, or when the Government Cardholder Dispute Form contains disputes that require supporting documentation such as copies of shipping documents, vendor credit receipts, sales drafts, etc.

## CHAPTER 6

### RECEIVING THE MATERIAL

1. General. Items ordered using the Government purchase card will be delivered directly to the Division (at NRL-DC) via Building 49. Material received shall be recorded in the Procurement Information Processing System (PIPS) by the cardholder using the Bankcard Receipt screen. Specific instructions for entering information in PIPS are contained in the on-line PIPS Division User's Manual. Contacts with the vendor to resolve receiving problems should be documented and kept in the purchase file for future reference (see Chapter 7). The following guidance is provided for some of the typical scenarios that may arise when material is received:

a. No Problems. If the vendor delivers the correct material, in the right quantity, and it is not damaged, the receipt must be recorded in PIPS per the on-line PIPS Division User's Manual.

b. Overages. There are two steps involved in resolving an overage problem:

(1) The cardholder must contact the vendor and arrange for the vendor to pay for the return of the excess material. If the vendor refuses to pay for the return, the cardholder shall contact the Agency Program Coordinator (APC) (Code 3440.1) by telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil).

(2) The cardholder must determine whether the vendor has billed for the overage, and if so, have the vendor issue a credit for the overage.

c. Shortages. The cardholder must contact the vendor and either negotiate for receipt of the balance of the shipment, or cancel the balance and have a credit issued.

d. Wrong Material. The cardholder must contact the vendor and negotiate the exchange of the wrong material for the correct material. If the correct material is no longer wanted, the cardholder must negotiate the return of the material and issuance of a credit.

e. Damaged Material. If material is damaged by the carrier in transit, the cardholder must contact the Shipping/Traffic Section (Code 3451) by telephone or via email at

[Help\\_Supply@labmis.nrl.navy.mil](mailto:Help_Supply@labmis.nrl.navy.mil). Since carriers have time limitations on filing claims for damages, it is important that Code 3451 be contacted as soon as damage is determined.

f. Partial Shipments. The cardholder should tell the vendor at the time that the order is placed that NRL cannot accept partial shipments. However, vendors often make partial shipments without authorization. Common sense should prevail when dealing with partial shipments; if a partial shipment is received and the cardholder verifies that the balance is en route for delivery within the next few weeks, he/she may wait for the material to arrive and then enter a complete receipt in PIPS, as PIPS cannot process partial shipments. Additional guidance for handling partial shipments is contained in Chapter 4.

## CHAPTER 7

### DOCUMENTATION AND RECORDKEEPING

1. Documentation. A rule of thumb is to ensure that the Government purchase card transaction stands alone; in other words, that the file tells the complete story without any verbal explanation. All actions that appear out of the ordinary or that occur under special circumstances shall be documented with a brief statement. This helps prevent questions during internal/external audits, and avoids the appearance of impropriety.

#### 2. Recordkeeping

a. Purchase File. The cardholder is responsible for keeping the official (auditable) purchase file. The purchase file shall contain all the purchase documents, including the Procurement Information Processing System (PIPS) Bankcard Purchase Document (Appendix A), Cardholder's Worksheet (HQ-NRL 4200/1) (Appendix D), Telephone Quotation Record for Purchase Card Orders (HQ-NRL 4265/1) (Appendix E), Statement of Account (Appendix F), Government Cardholder Dispute Form (Appendix G), vendor's invoice, sales receipts, packing slips, and any other relevant documentation such as a catalog page or published price list. The cardholder should develop a logical sequence for standardizing the files, keeping like forms in the same place in all files. Approving officials and cardholders must maintain purchase-related records (e.g., purchase card logs, requisitions, etc) for a minimum of 3 years, and financial records (e.g., invoices, statements, etc) for 6 years and 3 months.

b. Log. For more effective recordkeeping, each cardholder shall keep a log of all Government purchase card transactions according to PIPS Procurement Request number. In addition, the log shall contain a brief description of the material, the initiator's name, the award date, and the estimated amount of the transaction. Other information may be added as desired by the cardholder. Most cardholders find that this expedites the reconciliation process.

## CHAPTER 8

### RECONCILIATION

1. General. The Government purchase card issuer will provide three statements at the end of the billing cycle. The first, the Statement of Account (Appendix F), is sent to the individual cardholder. The second, the Official Billing Statement of all the individual cardholders for which the approving official is responsible, is sent to the approving official. The third is a consolidated statement for the Agency Program Coordinator (APC) (Code 3440.1) of all the cardholders assigned to NRL. Additionally, cardholders and approving officials can access their individual accounts on-line through the issuer's website. A link to this site, and detailed instructions for accessing accounts, can be found on the Supply Division (Code 3400) website at <http://supply.nrl.navy.mil>.

#### 2. Cardholder Reconciliation Procedures

a. Step 1 - Statement of Account. On approximately the 28<sup>th</sup> of each month, the cardholder will receive a Statement of Account that itemizes each transaction charged to the cardholder. The cardholder must review the Statement of Account for accuracy and reconcile it against the accountable documents that he/she has retained for each transaction, particularly the previously completed Procurement Information Processing System (PIPS) Bankcard Purchase Document (Appendix A). By the time the Statement of Account is received, the Government purchase card transaction has already been obligated in the Integrated Management Processing System (IMPS).

b. Step 2 - Bankcard Purchase Document. The cardholder must verify that the amount billed agrees with the total cost of the PIPS Bankcard Purchase Document, and that all items were received via the PIPS receipt process. The cardholder must sign the Reconciliation block of the PIPS Bankcard Purchase Document.

c. Step 3 - Statement of Account Action. Once Step 2 is complete, the cardholder shall write the Purchase Order (PO) number under the "Tax Free" column on the Statement of Account.

#### d. Step 4 - Identifying and Handling Questionable Billings

(1) Sales Tax. If a vendor charges sales tax, the cardholder must reflect it in PIPS by increasing the dollar amount of the line item(s). The cardholder must seek credit from the

vendor and request a memo stating that such a credit will be processed. The memo should be retained by the cardholder. The Government-Wide Purchase Card Program (GCPC) does not permit the processing of disputes over sales tax, as it is not administratively cost effective. Therefore, it is important for the cardholder to ensure that the vendor knows up front that sales tax cannot be charged.

(2) Unauthorized Purchases. If the cardholder makes an unauthorized purchase for prohibited items or personal-use items and cannot provide documentation to support Government need or requirements, he/she will be held liable for the full amount of the purchase. The APC and the approving official shall coordinate the resolution of the questionable purchases. However, this SHALL NOT be interpreted as authorization to buy personal or prohibited items with a Government purchase card with the intent of reimbursing the Government later - SUCH ACTION IS STRICTLY PROHIBITED. Resolution of the improper use of a purchase card is the responsibility of the approving official, in conjunction with the Supply Officer (Code 3400) and the Office of Counsel (Code 1008). The charge must be paid by the Cost Accounting Section (Code 3351) if the unauthorized purchase is still unresolved by the payment date. DO NOT COMPLETE A GOVERNMENT CARDHOLDER DISPUTE FORM.

(3) Partial Shipment. If the Statement of Account details billing for an entire order when only part of the order was received, the cardholder shall either:

(a) Reconcile the entire amount of the order when he/she learns that the item has been shipped, has a firm date for shipping, or has other confidence that all of the material will be received from the vendor; or

(b) Delete from the PIPS transaction those items that have not been received, complete a Government Cardholder Dispute Form (Appendix G), and pursue a credit from the vendor.

(4) Non-Receipt of Material. If the Statement of Account details billing for an order that was never received, the cardholder shall reject the entire billed amount and proceed to Step 5.

(5) Items Not Ordered. If the Statement of Account details billing for items that were not ordered, the cardholder shall reject the entire billed amount and proceed to Step 5.

(6) Duplicate Billing. If the Statement of Account details duplicate billing, the cardholder shall dispute the duplicate billing amount and proceed to Step 5. The Government purchase card issuer defines duplicate billing as the same amount being billed more than once (versus a portion of the previous amount being rebilled).

(7) Excess of Agreed Cost. If the Statement of Account details billing in excess of the agreed cost, the cardholder shall reject the excess amount and proceed to Step 5. A copy of the document that shows the agreed cost should be included with the completed Government Cardholder Dispute Form.

(8) Item Returned for Credit. If the Statement of Account details billing for an item that was returned for credit, the cardholder shall reject the entire billed amount and proceed to Step 5. A copy of the shipping document, containing the freight company and ship date, must be attached to the completed Government Cardholder Dispute Form.

(9) Defective Material. If the Statement of Account details billing for an item that is defective and is to be returned, the cardholder shall reject the amount corresponding to the defective material and proceed to Step 5.

e. Step 5 - Resolution Methods

(1) First, the cardholder shall contact the vendor to inform the vendor that a Government Cardholder Dispute Form, will be sent to the bank in lieu of payment. Chargebacks are counted against the vendor; however, this procedure is not meant to penalize the vendor, and if credit is issued promptly, it will not be counted against the vendor.

(2) Second, the cardholder shall annotate the Statement of Account, providing the reason for the total disallowance, in the blank space of the description line on the Statement of Account. If the cardholder is disputing the entire dollar amount, the entire amount shall be marked with brackets; if disputing a partial amount, the amount being disputed shall be indicated.

(3) Third, the cardholder shall complete the Government Cardholder Dispute Form for each questioned item, regardless of whether the vendor agrees to rectify the situation. This form may not be used until negotiation and resolution have been attempted with the vendor. If the vendor refuses to resolve the overcharge by agreeing to issue a credit, the cardholder

shall simply check the most appropriate box on the Government Cardholder Dispute Form, and complete all other applicable information. If the vendor has agreed to issue a credit, mark "Credit Not Received" and attach the credit voucher issued by vendor. Whenever the vendor agrees to credit a cardholder's account, the cardholder shall ask the vendor to fax him/her a copy of the credit voucher, and shall attach the original to the Government Cardholder Dispute Form. Cardholders are encouraged to call the APC or Code 3351 if advice is needed on how to proceed with a dispute. It is the cardholder's responsibility to follow up until each disputed item is resolved completely.

f. Step 6 - Reconciliation Package. The cardholder shall forward the completed reconciliation package to the approving official with the signed Statement of Account. Each relevant Government purchase card transaction, Procurement Instrument Identification Number (PIIN), or Purchase Order (PO) number shall be annotated on the Statement of Account. The reconciliation package shall be supported by all appropriate documentation, including the PIPS Bankcard Purchase Document and Government Cardholder Dispute Form. All questioned items shall be annotated and bracketed, and disallowance reasons annotated on the Statement of Account. A copy of the PIPS Reconciled Credit Card Receipts (C34691P) shall be attached to the package. The approving official shall sign the C34691P Reconciled Bankcard Receipts report and the Reconciliation block of all applicable PIPS Bankcard Purchase Documents. The cardholder has 3 workdays to complete the reconciliation process. The approving official has 2 workdays to audit, approve, and hand-carry the package to Code 3351. Code 3351 requires the approving official's and cardholder's statements, PIPS Report of Reconciliation, and when applicable, the Government Cardholder Dispute Form with supporting documentation. All non-DC sites shall comply with these time frames by using a method of express delivery. If the cardholder does not receive the Statement of Account by the 28<sup>th</sup> of the month, he/she shall follow the guidance provided in Chapter 8 to obtain a copy from the purchase card issuer on-line. Repeated failure to process reconciliation packages promptly could result in temporary suspension of a cardholder's purchase card privileges.

g. Step 7 - Approving Official Procedures. After the approving official receives the monthly reconciliation packages from all assigned cardholders, it is the approving official's responsibility to verify that all transactions made were in the best interest of the Government. The approving official accomplishes this by examining each cardholder's purchases and

the merchant who made the sale, and determining whether the items were purchased for official use and whether they were allowed to be purchased per the instructions provided. The approving official shall verify the cardholder's Statement of Account against his/her Official Billing Statement to ensure the accuracy of the reports. The approving official must sign the PIPS Bankcard Purchase Document and the Statement of Account. Should the approving official not receive all the reconciliation packages, it is his/her responsibility to contact the errant cardholders and obtain the documentation immediately. In the cardholder's absence (e.g., he/she is on extended travel, transfers to another Division, resigns, retires, etc), the approving official is responsible for following up, receiving, and reconciling all records that are not closed out.

h. Step 8 - Cardholder Absence - If the cardholder is scheduled to be on travel or leave at the time that the Statement of Account is due, it is his/her responsibility to provide the approving official with access to all Government purchase card transactions and supporting documentation.

CHAPTER 9

ADMINISTRATIVE PROCEDURES AND INFORMATION

1. Procurement Integrity/Standards of Conduct. Determination of those cardholders required to complete an annual Confidential Financial Disclosure Report (OGE Form 450) shall be based on requirements set forth in NRLNOTE 5370 (Filing and Processing of Confidential Financial Disclosure Forms), which is issued annually.

2. Required Training. All prospective cardholders and approving officials must attend the 1-day, in-house NRL Purchase Card training course. Attendees must pass the final examination given in conjunction with the course before they are warranted to receive their Government purchase cards. Cardholders and approving officials also may attend the Procurement Information Processing System (PIPS) half-day training for purchase card processing, usually given in conjunction with the regular training. Although PIPS training is not mandatory, it is highly recommended. All requests for training should be submitted via memo to the Agency Program Coordinator (APC) (Code 3440.1) or via email to [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil). In addition, all cardholders and approving officials must attend refresher training when offered.

3. Warrants. Any person obligating the Government must be a warranted Contracting Officer. A Supply Division (Code 3400) Memorandum (Appendix H) is issued, expressly stating the limitations of authority regarding dollar limitation and type of contract or other purchase document. Actions by contracting officers beyond the scope of their warrant's authority may result in loss of contracting authority or personal liability.

4. Lost or Stolen Cards

a. Cardholder Responsibility

(1) Notify the Government Purchase Card Issuer (currently Citibank). The cardholder must notify the purchase card issuer immediately should his/her purchase card be lost or stolen by calling 1-800-790-7206. Immediate notification minimizes the potential liability for both the Government and the issuer. The Government may be responsible for charges against the purchase card should the issuer not be notified at once of its loss. The cardholder will not be responsible for charges on a lost or stolen card unless he/she fails to notify the issuer, the approving official, and the APC promptly and properly.

(2) Notify the Approving Official and the APC. The cardholder also must notify the approving official and the APC of the loss of a Government purchase card on the same day that he/she discovers it is missing, and must provide them with the following information:

- (a) Card number
- (b) Cardholder's complete name
- (c) Date and location of loss
- (d) If stolen, date reported to police
- (e) Date and time purchase card issuer was notified
- (f) Any purchase(s) made on day card was lost/stolen
- (g) Any other pertinent information

b. Approving Official and APC Responsibilities. The approving official must review the circumstances surrounding the loss or theft of the Government purchase card and make recommendations, when appropriate, to the cardholder for increased security of the card. The APC shall report the loss/theft to the purchase card issuer and request that a new card be issued, as appropriate.

5. Unauthorized Purchase Card Use. Use of a Government purchase card is unauthorized by anyone other than the cardholder. The Government is not liable for unauthorized use. (When the card has been used by an authorized cardholder to make an unauthorized purchase, the Government is liable.) As soon as possible after the discovery of unauthorized use, the following actions must be taken:

a. The cardholder must notify the approving official, the APC, and the Government purchase card issuer promptly by telephone and in writing that the purchase card is being used for improper purposes by a person other than the authorized cardholder.

b. Immediately upon notification by the cardholder, the APC also must call the Government purchase card issuer.

6. Departure of Employees

a. Departing NRL. Each Government purchase card is issued to an individual employee. When he/she departs NRL upon termination of employment, the cardholder must destroy the purchase card, and the approving official must notify the APC immediately.

b. Intra-Lab Transfer. If a cardholder is transferred within NRL but into another approving official's area of responsibility, the new approving official shall determine whether the cardholder should retain his/her Government purchase card in the new position. If it is determined that the purchase card should be retained, the file may be changed to reflect the cardholder's new organizational code and approving official. The request should be made to the APC by memorandum or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil). It is the cardholder's responsibility to finalize all pre-transfer purchases.

7. Card Reissuance. Government purchase cards are reissued periodically by the purchase card issuer. The APC shall coordinate reissuance of the cards with the Division.

8. Signature Cards. A Delegation of Authority (HQ-NRL 5000/1) must be complete, stating that the approving official may certify Government purchase card invoices received by the cardholder. The Delegation of Authority shall be forwarded to the Financial Management Division (Code 3300) via the APC. An alternate approving official should be designated to avoid statement processing delays and late payment penalties.

9. Requests for Additional Cardholders or Changes. All requests for new cardholders or changes to current cardholders shall be made by memorandum, via the Division's chain of command, to the APC. The information provided must include the full name, code, and telephone number of the cardholder; and the name, code, and telephone number of the approving official. After prospective cardholders have been trained and approved by Code 3400, the APC shall ensure that the Citibank Navy Purchase Card Set-Up Form (CB023 7-11-00) (Appendix I) is completed and forwarded to the Government purchase card issuer.

10. Requests for Additional Approving Officials or Changes. All requests for new approving officials or changes to current approving officials shall be made by memorandum, via the Division's chain of command, to the APC. The information provided must include the full name, code, and telephone number of the approving official. After prospective approving officials have

been trained and approved by Code 3400, the APC shall ensure that the Navy Approving Official Account Setup/Maintenance Form (CB022 8-9-00) (Appendix J) is completed and forwarded to the Government purchase card issuer.

CHAPTER 10

RESPONSIBILITIES

1. Cardholders

a. Each cardholder must ensure that his/her Government purchase card and its number are secured. The purchase card should be protected as a personal credit card would be. The card is embossed with the cardholder's name and NO OTHER PERSON MAY USE THE CARD.

b. Cardholders are expected to act in a manner that merits the special trust and confidence accorded that position. The provisions of this instruction are driven by Government procurement regulations, and cardholders must ensure compliance with these regulations in order to prevent the jeopardizing of NRL's Government Purchase Card Program and/or procurement authority.

c. Cardholders are accountable and responsible for the proper use of the Government purchase card and of their procurement authority, and for adhering to the policies and procedures contained in this instruction.

d. Cardholders are personally responsible for any unauthorized purchases that they make. Intentional misuse of the Government purchase card by the cardholder may result in both collection and disciplinary actions.

2. Approving Officials

a. Approving officials are expected to act in a manner befitting the special trust and confidence accorded that position. The provisions of this instruction are driven by Government procurement regulations, and approving officials must ensure compliance with these regulations in order to prevent the jeopardizing of NRL's Government Purchase Card Program and/or procurement authority.

b. The approving official provides an important "check and balance" in the Government purchase card process through a higher-level review. He/she must scrutinize transactions for propriety and ensure that regulations are followed and deficiencies corrected. Approving officials are not authorized to place orders using a cardholder's purchase card number.

c. Approving officials are personally responsible for any unauthorized purchases that they knowingly approve. Approving officials who knowingly approve unauthorized transactions may face both collection and disciplinary actions.

3. Division Heads are expected to take reasonable steps to ensure that their employees adhere to the provisions of this instruction. Division Heads are not expected to be aware of every transaction, but should be aware of the general health of their programs and ensure that persons of integrity are placed in cardholder and approving official positions.

4. Supply Officer (Code 3400) shall manage NRL's Government Purchase Card Program and shall:

a. Determine qualified cardholders and approving officials, grant delegations of authority to use the Government purchase card, establish and approve changes to spending limits, and authorize activity codes.

b. Through the Agency Program Coordinator (APC) (Code 3440.1), manage a program to audit NRL's Government Purchase Card Program.

c. Through the APC, manage a training program for cardholders and approving officials.

d. Based on the recommendations of the APC and of the Head, Customer Support and Program Management Branch (Code 3440), make the final determination on appropriate actions to be taken when cardholders or approving officials fail to follow proper procedures. Such action ranges from remedial training to revocation of authority for individual cardholders and approving officials. Code 3400 shall report to the Director of Research (Code 1001), through the chain of command, any such action taken, and may recommend additional action (e.g., disciplinary action, collection of funds, etc) to Code 1001 via the chain of command.

5. Agency Program Coordinator (APC)

a. The APC is the primary liaison between the Government purchase card issuer and cardholders and approving officials for questions concerning NRL's Government Purchase Card Program.

b. The APC implements the Purchase Card Audit Program and shall:

(1) Review actions taken by cardholders and approving officials.

(2) Assess the correctness of such actions in light of established procedures.

(3) Provide informal recommendations and suggestions for corrective action to cardholders and approving officials.

(4) Report, in writing, the results of all reviews to the Head, Code 3440 and to the Supply Officer.

(5) Manage the training of cardholders and approving officials:

(a) Maintain an in-house course to train cardholders and approving officials on the proper procedures for using the Government purchase card.

(b) Maintain a training plan and coordinate training to ensure that all participants are scheduled and trained prior to being authorized to act as cardholders or approving officials.

(c) Ensure that all cardholders and approving officials receive refresher training as required.

6. Purchase Card Audit Program. The Head, Code 3440 and the APC shall enforce the Purchase Card Audit Program and are responsible for:

a. Auditing, through sampling, Government purchase card transactions, in order to determine whether cardholders and approving officials are following the provisions of NRL's Government Purchase Card Program.

b. Reporting the results of all audits to the cardholder, the cardholder's approving official and Division Head, and the auditor's chain of command, to Code 3400.

c. Issuing warning letters to any cardholder with a serious discrepancy, and forwarding copies to the cardholder's approving official and Division Head, and to Code 3400. Recommending to Code 3400 remedial training, revocation of Government purchase card warrants, requirement for reimbursement, or disciplinary action.

d. Conducting on-the-job training of cardholders and approving officials during audits.

7. Financial Management Division (Code 3300) is responsible for making payments and resolving disputes, and shall:

a. Account for the receipt of all approving official consolidated Government purchase card Statements of Account and Official Billing Statements.

b. Ensure that all Government purchase card payments are accounted for and recorded. This includes follow-up on any completed Government Cardholder Dispute Form (Appendix G), where necessary.

c. Pay all amounts due in accordance with the Prompt Payment Act. Every effort must be made to pay in a timely manner.

d. Maintain a file of records consisting of copies of reconciled Statements of Account (Appendix F), Government Cardholder Dispute Forms, resolutions of disputes, authorizations for payment of disputed items, and Procurement Information Processing System (PIPS) C34691P Reconciled Bankcard Receipts reports.

e. Advise Code 3400 of cardholders who repeatedly fail to submit Government purchase card documentation, do not file completed statements in a timely manner, or have questionable purchase transactions.

f. Provide for external reporting of Government purchase card transactions where required.

g. Contact all parties including the Government purchase card issuer to follow up on all Government Cardholder Dispute Forms.

CHAPTER 11

USE OF THE PURCHASE CARD FOR PAYMENT PURPOSES

1. General. In order to reduce the cost of processing commercial invoices by the Defense Finance and Accounting Service (DFAS), DOD has mandated that Government purchase cards be used for "payment purposes" in specific areas. Division cardholders may use their purchase cards to process payment via the Procurement Information Processing System (PIPS) for costs up to \$2,500 per transaction in the following areas:

a. Training. All training must be approved by the Division Head on DD-1556 (Request, Authorization, Agreement, and Certification of Training and Reimbursement) before using a Government purchase card as the payment vehicle. (Payment also may be made via a PIPS Procurement Request (PR) to the Supply Division (Code 3400).) The DD-1556 must contain the statement "Payment made by GCPC" in Block 27. The normal requirements governing use of the purchase card (such as determining fair and reasonable price, rotating sources, and using mandatory sources) do not apply since the purchase card is used for "payment purposes" only. Training costs for approved training requests of \$2,500 or less may be placed on a Division purchase card via PIPS as follows:

(1) Upon receipt of an approved DD-1556, the cardholder shall create a Bankcard Purchase Document (Appendix A) in accordance with the Procedures for Completing the PIPS Bankcard Order/Award Screen (Appendix B), with the following exceptions:

(a) Project Control block must contain the word "TRAINING"

(b) Purchase description must contain the following for each individual training request:

- 1 Course title
- 2 Course start date
- 3 Course end date
- 4 Location of training
- 5 Name of student

NOTE: More than one request may be placed on the Bankcard Purchase Document as long as the vendor is identical and the total cost does not exceed \$2,500.

(c) Cost element 74 (Tuition contract) must be used

(d) PIPS acquisition code must be specified as Code M (material and services)

(2) The Bankcard Purchase Document must be signed by both the approving official and the cardholder prior to contacting the vendor with cardholder information.

(3) When processing a cardholder transaction for training offered by the Human Resources Office (HRO) (Code 1800) or by the Department of the Navy (DON) Human Resources Service Center (HRSC), Block 27 of the DD-1556 must contain the cardholder's name and telephone number, and the Government purchase card number and expiration date. This information can be handwritten and shall be added to the DD-1556 on the original only prior to forwarding to the Employee Relations Branch (Code 1850) in a sealed envelope. The cardholder must produce a PIPS Bankcard Purchase Document as he/she does with any purchase card transaction, and it must contain the same information as stated in paragraph 1a(1) above. NOTE: All other purchase card transactions for training shall contain the statement "Payment made by GCPC" in Block 27.

b. Printing. NRL printing shall be performed by the Defense Automated Printing Service (DAPS). DOD requires payment (intergovernmental transfer of funds) to DAPS via Government purchase card. (Payment also may be made via a PIPS PR to Code 3400.) All requests for printing shall be forwarded to the Publication and Visual Information Services Section (Code 5211); requests for forms duplication shall be forwarded to the Forms and Reports Unit (Code 5261.2). These offices will determine whether the Division can obtain the needed services through DAPS.

(1) Upon receipt of notification by Code 5211 or Code 5261.2 that DAPS services will be provided, the cardholder shall create a PIPS Bankcard Purchase Document in accordance with Appendix B (with the exception that the Project Control block must contain the word "PRINTING").

(2) If Code 5211 or Code 5261.2 determines that commercial printing services are required, normal purchase card procedures

shall be followed and approval shall be shown in Part 2 of the Cardholder's Worksheet (HQ-NRL 4200/1) (Appendix D).

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AWARD INCOMPLETE

\*\*\*

C34665P	BANKCARD PURCHASE DOCUMENT	PR Nbr: 34-501T-01
Cardholder: DOE, JANE E.	Order Date: 07/11/01	PIIN: N00173-01-V-0574
Title:		
PR Org Code: XXXX.00	Code:XXXX	Ph:202/767-XXXX P Ctrl:
Orig: DOE, JOHN	Code:XXXX.20	Ph:202/404-XXXX NRL Bld:132 Rm:115
Del to: SMITH, CANDY L.	Code:XXXX.20	Ph:202/404-XXXX NRL Bld:132 Rm:115
Vendor: C9-XXX-8895	Ph: 444/777-8888	Ext: Bus Size: SMALL SIC: 5065
DATALIFE ELECTRONICS INC		Est Del: 08/01/01
		Delv Exp: 08/10/01
116 LONG BEACH RD	PO Method: Telephonic Purchase Card	
ROUND ROCK, NY 99570	Del FOB: Origin	
POC: DAVID SMITH	Ref:	
Comments: Whitehouse Station, DC		

Lin Nbr	Description	UI	Qty	Unit Price	Total Cost
	* Entire PR Funded by the following JO *				
	JO Nbr: 79473 7999				Amt: \$300.00
001	NGS-589 MMIC Amplifier	EA	75.00	4.00	300.00
	By Stanford Microdevices				
	Hazmat Code: N - NON-HAZARDOUS				
Lineitem Total:				\$	300.00
Transportation Amt:				\$	4.50
Total Cost:				\$	304.50

BANKCARD PURCHASE DOCUMENT (Continuation) PR: 34-501T-01 Page 2 of 2

APPROVALS

Funds availability and Division authorization (To be completed by  
Division Representative authorized to approve procurements.)

Division Representative Signature (Date)

Order Execution (To be signed by the  
Cardholder when the order is placed.)

Procurement Accuracy and Propriety  
(to be completed by Approving Official  
prior to purchase). I certify that  
I have reviewed the documentation; it  
is correct, and the purchase appears  
proper. I have checked the Cardholder  
Worksheet and other documentation and  
it is in order.

Cardholder Signature (Date)

Approving Official (Date)

RECONCILIATION

Cardholder Signature (Date)

Approving Official (Date)

\*\*\*

AWARD INCOMPLETE

\*\*\*

C34665P	BANKCARD PURCHASE DOCUMENT	PR Nbr: 34-502T-01
Cardholder: SMITH, JOHN E.	Order Date: 06/26/01	PIIN: N00173-01-V-0575
Title: Annual maintenance for Software		
PR Org Code: 3400.00	Code:XX00	Ph:202/767-XXXX P Ctrl:
Orig: DOE, JANE	Code:XX00	Ph:202/767-XXXX NRL Bld:132 Rm:124
Del to: SMITH, LISA	Code:XX00	Ph:202/767-XXXX
Vendor: C9-9XX-XXXX	Ph: 202/639-XXXX	Ext: Bus Size: SMALL SIC: 9999
SOFTWARE INC		Est Del: 07/27/01
		Delv Exp: 08/10/01
2 WISCONSIN RD	PO Method: Telephonic Purchase Card	
NEW TOWN DC 20088	Del FOB: Destination	
POC:	Ref:	
Comments:		

Lin Nbr	Description	UI	Qty	Unit Price	Total Cost
	* Entire PR Funded by the following JO *				
	JO Nbr: 79973 7999 Amt: \$1,295.00				
001	Maintenance, annual, for Software to support Dragon Eye/Dragon Runner	YR	1.00	1295.00	1295.00
	POP: 01 July 2001 - 30 June 2002				
	Part No: SPECIAL				
	Manufacturer: TRIADECK				
	Hazmat Code: N - NON-HAZARDOUS				
Lineitem Total:				\$	1,295.00
Transportation Amt:				\$	0.00
Total Cost:				\$	1,295.00

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BANKCARD PURCHASE DOCUMENT (Continuation) PR: 34-502T-01 Page 2 of 2

## APPROVALS

Funds availability and Division authorization (To be completed by  
Division Representative authorized to approve procurements.)

Division Representative Signature

(Date)

Order Execution (To be signed by the  
Cardholder when the order is placed.)

Procurement Accuracy and Propriety  
(to be completed by Approving Official  
prior to purchase). I certify that  
I have reviewed the documentation; it  
is correct, and the purchase appears  
proper. I have checked the Cardholder  
Worksheet and other documentation and  
it is in order.

Cardholder Signature

(Date)

Approving Official

(Date)

## RECONCILIATION

Cardholder Signature

(Date)

Approving Official

(Date)

PROCEDURES FOR COMPLETING THE PIPS BANKCARD ORDER/AWARD SCREEN

The Procurement Information Processing System (PIPS) Bankcard Order/Award screen is completed by the cardholder or Branch representative for each separate purchase card transaction. All fields, dates, and signatures must be completed. General instructions for completing the PIPS Order/Award screen are described below. More detailed instructions can be found in the online PIPS Division Users Manual, accessible through LABMIS.

Before beginning the PIPS line-item entry, the cardholder must provide the following information: name, complete address, and 10-digit telephone number of vendor; business size; Federal Supply Schedule (FSS) or General Services Administration (GSA) contract number (if applicable); Free on Board (FOB) terms (Destination or Origination); FOB city, state, and estimated charges; estimated delivery date; estimated unit prices for requested items; and Duns Universal Number System (DUNS) number (if applicable). (If Vendor Search Query reveals that no DUNS number has been established, the cardholder should contact the Agency Program Coordinator (APC) (Code 3440.1) by telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil); or the PIPS Hotline by telephone or via email at [Help\\_Supply@nrl.navy.mil](mailto:Help_Supply@nrl.navy.mil) for assistance.)

Step 1: Order Set-up and Award

Enter the Procurement Request (PR) number, cardholder employee ID number, and order date (current date will be defaulted with option to change). Use the Title block to annotate special information (e.g., special approval from the APC or the Supply Officer (Code 3400) to purchase an unusual requirement). Continue to the Project Control field to enter "TRAINING" or "PRINTING," when applicable, in accordance with Chapter 11; or (optional) to Group Orders for internal reports. Then proceed to the FSS contract number. Select "Yes (Y)" if attachments are required.

Enter the PR originator by employee ID number, or after performing the "Employee Locator Search" process. (NOTE: The originator must be within the same "Access Level Structure" and may not be an NRL contractor employee.) The "PR Originator," "Cardholder," and "Deliver To" cannot all be the same person. Enter the "Deliver To" and "Assigned Equipment Control Coordinator (AECC)" (optional based on Division policy) by employee ID number, or after performing the "Employee Locator Search" process.

Select the valid Purchase Order (PO) method (C = over the counter/ T = telephone); indicate the funding type code (S = single job order/M = multiple job orders); indicate the job order number (PIPS

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will allow up to 12 job order numbers per line item); choose the applicable FOB type (D = destination/R = origination); and if FOB = R, enter the estimated shipping charge value.

PIPS automatically will provide the required delivery date, which is 30 days after the order date. Enter the estimated delivery date; it cannot be earlier than the order date or later than the system-generated required delivery date. Determine the applicable Acquisition Code and enter it:

- A = One-time Repair
- E = Equipment
- F = Both Material and Services
- G = AIS Equipment/Software
- M = Material and Supplies (PIPS default)

Enter the vendor number or perform the Vendor Search Query to verify that the vendor has been established in the PIPS database. If the vendor is marked "Inactive" or "Delete," do not use this vendor. If the vendor does not appear in the vendor database, contact the APC by telephone or via email at [APC3400@condor.nrl.navy.mil](mailto:APC3400@condor.nrl.navy.mil), or the PIPS Hotline by telephone or via email at [Help\\_Supply@nrl.navy.mil](mailto:Help_Supply@nrl.navy.mil) for assistance. If it is determined that the vendor accepts the Government purchase card, but the vendor database is marked "Unknown (U)" or "No (N)," enter remarks in the Comments field requesting that the PIPS database be updated accordingly. The Comments field is used to identify FOB city and state, and/or to provide other relevant remarks.

Continue the Bankcard Order process by entering the valid information pertaining to the items to be ordered: quantity, unit price, and item description (PIPS allows up to 99 lines of information). Enter the Special Handling Code and Hazardous Material Code (found in PIPS). Enter the applicable Property Tag Code, which is determined by the type of job order number used to fund the requirement. If required, enter the Plant Property Tag Code (found in PIPS). Select the type of job order number to be used and then complete the job order process. PIPS will verify whether the job order number cited is valid, but will not check to see if funds are available.

After all information has been entered, select the "Print" option to produce a copy entitled "Award Incomplete." Forward this copy, along with all supporting documentation, to the approving official and the funds certification official for approval before placing the order with the vendor.

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After all signatures and dates have been annotated, the cardholder shall verify the information with the vendor and place the order. The cardholder or Branch representative can access the system after the information has been entered and change the order date to indicate the date on which the order actually was placed with the vendor. If all changes have been made, the cardholder can release the order, which electronically passes the obligation to the Cost Accounting Section (Code 3351), and also passes a copy to the APC. (The "Release" process can be performed only by a cardholder or an approving official.)

### Step 2: Bankcard Receipt Process

After the cardholder receives the material, he/she shall perform the PIPS Receiving process (NOTE: Only a complete order can be received in PIPS):

Select "GET PR" and enter the relevant PR number. Once PIPS brings the PR up on the screen, complete the "Ref #" and select "CHG-DATE" to show the date on which the material was actually received. The cardholder should verify the quantities, unit prices, and shipping charges on the packing slips or invoices and make any necessary changes to the PR at this time. If all information is correct, the cardholder shall select "Confirm Receipt." This process will flow into the "Print" option, which prints out a copy that must be signed and dated by the cardholder. (This signed copy is part of the mandatory file documentation.) Once this process is complete, PIPS will electronically send the cardholder's accrual to Code 3351.

### Step 3: Reconciliation Process

The cardholder or Branch representative can reconcile in PIPS only if he/she has performed the Bankcard Receipt process:

Enter the statement date that is being reconciled. PIPS will bring up all PRs that have been received but not reconciled, or that are still in dispute.

Verify that the PR showing on the screen is the PR that appears on the current statement. (If it is not, select "SKIP" until the correct PR is reached.) If the PR showing is in question and the cardholder has already contacted the vendor, select the applicable dispute reason. If the PR dollar value showing is not in agreement with the statement due to a change in the FOB estimated amount, select "CHG-TRANSP" to change the FOB code or dollar amount. If the unit price is not in agreement, exit out of the Reconciliation process, return to the Bankcard Receipt screen, and

make the necessary corrections before continuing with the Reconciliation process. If all corrections have been made and the PR is in agreement with the Statement of Account (Appendix F), select "RECONCILE-AWD." PIPS will process the information and advance to the next PR.

After all PRs relevant to the statement have been reconciled, exit the Reconciliation process and the Bankcard Menu. Enter the Report Query process and select "Report 34691P" (Reconciled CC Receipts). Enter the cardholder's employee ID number and the date of the current statement. PIPS will generate a report of all PRs reconciled for the current statement. (This report must be printed out, attached to the Statement of Account, and submitted to the approving official.) A copy of Report 34691P and the statement shall be maintained by the cardholder with each purchase card transaction.

#### Step 4: Purchase Card Cancellation Process

To cancel or delete an entire order, enter the Bankcard Order/Award process and select "GET-PR." Select "CANCEL-DEL" (user must confirm). If the order is prior to Release/Award, this option will cause the order to be deleted from the database so that the PR number can be reused. If the order is canceled after Release/Award, the order amount is de-obligated. The order status and line-item status are changed to indicate "Canceled by Division." (Cancel option may not be selected after Receipt, unless the receipt has been rescinded.)

To cancel or delete a line item, enter the Bankcard Order/Award process and select "GET-PR." Select "LINEITEM," and when line-item data for the item is displayed on the screen, select "DELETE."

## DEFINITIONS

Alternate Approving Official. A warranted approving official who acts in the absence of the cardholder's regular approving official in order to facilitate the Approval or Reconciliation processes.

Approving Official. The key to providing a "check and balance" in the purchase card process by ensuring a higher-level review of transactions. The approving official should be the cardholder's supervisor or a higher-level official; a cardholder may not be his/her own approving official, nor may a cardholder be an approving for his/her supervisor. The approving official scrutinizes all transactions for propriety and ensures that regulations are followed and that deficiencies are corrected. The approving official reviews and certifies the cardholder's monthly statements, and serves as liaison with the key contacts identified in this Appendix. The approving official ensures that payments are for purchases that were authorized, and that were made in accordance with Federal Acquisition Regulations and agency regulations.

Agency Program Coordinator (APC). The individual (currently Code 3440.1) appointed by the Supply Officer (Code 3400) to serve as liaison between the General Services Administration (GSA), the contractor, and the cardholders and approving officials.

Bankcard Purchase Document. A Procurement Information Processing System (PIPS)-generated document that the cardholder completes for each separate transaction. Specific instructions for completing the Bankcard Purchase Document and the distribution are provided in the Procedures for Completing the PIPS Bankcard Order/Award Screen (Appendix B).

Cardholder. The individual to whom a Government purchase card is issued. The card bears the cardholder's name and may be used only by this individual to pay for authorized Government purchases. Each cardholder is to reconcile his/her monthly statement and forward the reconciled statement to his/her approving official.

Cardholder's Worksheet. The form used to document the review of mandatory sources of supply, special approvals, and fair and reasonable determination. This is retained in the cardholder's purchase file.

Contractor. The current contractor that provides Government-Wide Commercial Purchase Card (GCPC) accounts to the Department of the Navy (DON) (currently Citibank). The contractor issues purchase cards to cardholders and convenience checks to the Supply Officer (Code 3400); and sends monthly statements to cardholders, approv-

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ing officials, and the Agency Program Coordinator (APC) (Code 3440.1). The contractor will pay merchants in a timely manner, and will receive reimbursement from the Defense Finance and Accounting Service (DFAS) as certified by the Financial Management Division (Code 3300).

Convenience Check. A check provided by the contractor for use by the Supply Officer (Code 3400) in complying with the DOD requirement that all procurements of \$2,500 and under (micro-purchase) be made via Government-Wide Commercial Purchase Card (GCPC) in order to reduce the cost of payments to vendors. Convenience checks are considered a last resort and may be issued only by the Supply Officer, and only after every effort has been made and documented to obtain the materials or services needed through a source that accepts the Government purchase card. (Convenience checks may be issued only in payment of a Supply Purchase Order (PO) awarded via the Procurement Information Processing System (PIPS).)

Fair and Reasonable Price. The price that would be paid by a purchaser if he/she were using his/her own money. Price reasonableness is determined by considering the price, the quantity of the buy, the quality of the item, the source, and the availability (e.g., immediately versus 6 months from now). It is one of the most important determinations that a cardholder must make in the course of a purchase, and many of the regulations established in purchasing are designed to facilitate this end.

Government Cardholder Dispute Form. A form used to document any line items on a Statement of Account (Appendix F) that the cardholder feels should not be paid by the Government.

Government-Wide Commercial Purchase Card (GCPC). The General Services Administration (GSA) administers the Government-wide Commercial Purchase Card (GCPC) Program. GSA contracts with vendors to provide purchase card services to all Government agencies. The contractor provides NRL employees with purchase cards and convenience check services.

Nonprocurement Official. Any cardholder whose single purchase authority does not exceed the micro-purchase threshold of \$2,500, and whose total procurements are limited to less than \$100,000 in any 12-month period.

Partial Shipment. One in which a vendor purposely ships a portion of an order now, and the rest (in one or more increments), later. (Different from a shortage, in which the vendor means to ship the entire order but mistakenly ships only part of it.) This generally happens when a vendor does not have a complete order in

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stock and must backorder. The Procurement Information Processing System (PIPS) does not allow for Government purchase card partial orders. Cardholders should refer to the guidance provided in Appendix B for reconciliation of partial orders shipped and billed in a monthly statement.

Procurement Official. Any civilian employee/military member (except as described under "Nonprocurement Official") who has participated personally and substantially in drafting, preparing, reviewing, or approving specifications, Statements of Work, or Procurement Requests; in preparing or issuing solicitations, evaluating quotes, selecting sources, or negotiating prices; or in reviewing and approving awards or modifications. Also, a cardholder whose bankcard purchases are expected to exceed \$100,000 in a 12-month period is considered to be a Procurement Official.

Split Order. Two or more orders issued within a short period of time (usually under 10 days) from the same cardholder and/or originator to any vendor or vendors for like or related material or services for the purpose of circumventing the \$2,500 per-order limit. Split orders are prohibited.

Statement of Account. A monthly listing of all purchases and credits made by the cardholder and billed by the merchants.

Telephone Quotation Record for Purchase Card Orders (HQ-NRL 4265/1). A form used to document competition between vendors (Appendix E).

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# CARDHOLDER'S WORKSHEET

Date \_\_\_\_\_ Cardholder \_\_\_\_\_ PR No. \_\_\_\_\_

## PART 1. Mandatory Sources of Supply

The mandatory sources of supply were reviewed by the cardholder for availability of item(s).  
The following information documents the results of the review:

Line item(s) \_\_\_\_\_ is/(are) not available from:

\_\_\_\_ Excess

\_\_\_\_ NRL Supply Store

Checked LABMIS date \_\_\_\_\_ or \_\_\_\_\_

Spoke with \_\_\_\_\_ date \_\_\_\_\_ and item is:

Not in Stock \_\_\_\_\_ or Not Carried \_\_\_\_\_

\_\_\_\_ JWOD (NIB/NISH) \_\_\_\_\_ UNICOR (FPI) or Item available from JWOD/UNICOR but,

\_\_\_\_ Item requires delivery in < 10 days.

\_\_\_\_ Urgent Requirement; Required Delivery date \_\_\_\_\_

Estimated Delivery date \_\_\_\_\_

\_\_\_\_ Item does not meet the following specification:

\_\_\_\_\_

\_\_\_\_ GSA Federal Supply Schedule or item is available from GSA FSS but,

\_\_\_\_ Urgent Requirement; Required Delivery date \_\_\_\_\_

Estimated Delivery date \_\_\_\_\_

Spoke with \_\_\_\_\_ date \_\_\_\_\_ company \_\_\_\_\_

\_\_\_\_ This request does not meet the minimum order limitations of the contract.

\_\_\_\_ Can be purchased at a lower price from source \_\_\_\_\_  
for \$ \_\_\_\_\_

\_\_\_\_ Item does not meet the following specification:

\_\_\_\_\_

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Communications Equipment. Code 3530/NRL-SSC 7030.3/7030.1 \_\_\_\_\_

Compact Disc Players. Code 1223.2/NRL-SSC 7030.1 \_\_\_\_\_

Equipment/Controlled Property. ECC Review \_\_\_\_\_

Forms. Code 5261.2/NRL-SSC 7030.3 \_\_\_\_\_

Hazardous Materials/Chemicals/Ergonomic Items/Safety Equip. Code 1240/NRL-SSC 7030.5 \_\_\_\_\_

Heaters (Portable Space). Code 3530/NRL-SSC 7030.3 \_\_\_\_\_

Radio Frequency and Global Positioning Equipment. Code 1221.4/NRL-SSC 7030 \_\_\_\_\_

Safes, Locks, Security Files. Code 1222/NRL-SSC 7030.1 \_\_\_\_\_

Other \_\_\_\_\_

PART 3. Fair and Reasonable Price Determination. The price on this action has been determined to be fair and reasonable by the following method(s):

\_\_\_ Commercial/Published Price List. Copy attached or Page \_\_\_\_\_ Date of list \_\_\_\_\_

\_\_\_ I certify that if I were paying with my own money, I would purchase this product.

\_\_\_ Completed. (See Telephone Quotation Record, attached.)

PART 4. Signature:

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

# TELEPHONE QUOTATION RECORD FOR PURCHASE CARD ORDERS

CARDHOLDER \_\_\_\_\_ BANKCARD PURCHASE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

1.		2.		3.			
VENDOR/COMPANY							
ADDRESS							
TELEPHONE NUMBER Company Rep.							
ITEM	QUANTITY	PRICE	TOTAL	DELIVERY	PRICE	TOTAL	DELIVERY
1.							
2.							
3.							
4.							
5.							
6.							
7.							
TOTAL							
BUSINESS SIZE		<input type="checkbox"/> Large <input type="checkbox"/> Small		<input type="checkbox"/> Large <input type="checkbox"/> Small		<input type="checkbox"/> Large <input type="checkbox"/> Small	
STATS		<input type="checkbox"/> WOMAN OWNED BUS. <input type="checkbox"/> MINORITY BUS. <input type="checkbox"/> DISADVANTAGED BUS.		<input type="checkbox"/> WOMAN OWNED BUS. <input type="checkbox"/> MINORITY BUS. <input type="checkbox"/> DISADVANTAGED BUS.		<input type="checkbox"/> WOMAN OWNED BUS. <input type="checkbox"/> MINORITY BUS. <input type="checkbox"/> DISADVANTAGED BUS.	
<input type="checkbox"/> AIS <input type="checkbox"/> SOLE SOURCE (justify)		FOB POINT <input type="checkbox"/> Destination City, State _____ Est. Cost \$ _____		FOB POINT <input type="checkbox"/> Destination City, State _____ Est. Cost \$ _____		FOB POINT <input type="checkbox"/> Destination City, State _____ Est. Cost \$ _____	

REMARKS:

NRLINST 4200.3B  
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B

N01957

F-1

STATEMENT OF ACCOUNT  
EXPLANATION

<u>SECTION</u>	<u>EXPLANATION</u>
A. CARDHOLDER ACCOUNT	Cardholder's account number.
B. STATEMENT DATE	Citibank sends the Statement of Account to the cardholder at the same time each month.
C. CARDHOLDER	Cardholder's full name and work address.
D. PURCHASE DATE	Date of cardholder's purchase. Should match date on sales receipt provided by merchant.
E. PROCESSING DATE:	Date on which Citibank received and processed transaction.
F. REFERENCE NUMBER:	13-digit number used internally by Citibank to record transaction.
G. SIC CODE	Standard International Classification Code assigned individually to each merchant by master code system to identify type of merchant or product sold.
H. AMOUNT	Amount of each purchase as shown on cardholder's copy of Sales Draft.
I. ACCTG. CODE:	All purchases are automatically charged to cardholder's master Accounting Code unless he/she places another code on this line.
K. TOTAL:	Dollar amount of all items purchased.

REVERSE SIDE OF STATEMENT OF ACCOUNT

J. SIGNATURES:

Cardholder must sign and date each page. Any items that do not appear on current month's Statement will appear on next Statement. Cardholder's approving official must review, date, and sign Statement.

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## GOVERNMENT CARDHOLDER DISPUTE FORM

INQUIRER'S NAME: (1) \_\_\_\_\_ DATE: (2) \_\_\_\_\_

CARDHOLDER'S NAME: (3) \_\_\_\_\_

ACCOUNT NUMBER: (4) \_\_\_\_\_

CARDHOLDER: PLEASE PROVIDE A COPY OF ANY INFORMATION/FORMS REQUESTED BELOW ALONG  
WITH THE STATEMENT THE DISPUTED CHARGE APPEARS ON.

PLEASE FAX TO 605-335-1417 or MAIL TO Citibank Government Card Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.

This form must be filled out completely and forwarded to Citibank and the appropriate Agency officials (as determined by your internal procedures) within  
60 calendar days of receipt of your invoice.

DATE: (5) \_\_\_\_\_ DOLLAR AMOUNT OF CHARGE: \$ (6) \_\_\_\_\_ MERCHANT: (7) \_\_\_\_\_

CARDHOLDER SIGNATURE: (8) \_\_\_\_\_

Please read carefully each of the following descriptions and check the one most appropriate to your particular dispute. If you  
have any questions, please contact us at 1-800-790-7206 (overseas call collect at 904-954-7850). We will be more than happy  
to advise you in this matter.

(9)

- **UNAUTHORIZED MAIL OR TELEPHONE ORDER**  
☐ I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.
- **DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS \_\_\_\_\_.**  
☐ The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.
- **MERCHANDISE NOT RECEIVED IN THE AMOUNT OF \$ \_\_\_\_\_.**  
 (Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)  
☐ My account has been charged for the above transaction, but I have not received the merchandise. I have contacted the merchant, but the matter was not resolved.  
☐ My account has been charged for the above listed transaction. I have contacted this merchant on \_\_\_\_\_ (date) and canceled the order. I will refuse delivery should the merchandise still be received.
- **MERCHANDISE RETURNED IN THE AMOUNT OF \$ \_\_\_\_\_.**  
☐ My account has been charged for the above listed transaction, but the merchandise has since been returned.  
A copy of the postal or UPS receipt is enclosed.
- **CREDIT NOT RECEIVED**  
☐ I have received a credit voucher for the above listed charge, but it has not yet appeared on my account.  
A copy of the credit voucher is enclosed.
- **DIFFERENCE IN AMOUNT**  
☐ The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ \_\_\_\_\_.
- **COPY REQUEST**  
☐ I recognize this charge, but need a copy of the sales draft for my records.
- **SERVICES NOT RECEIVED - Please enclose a separate statement with the date of the merchant contact and response.**  
☐ I have been billed for this transaction; however, the merchant was unable to provide the services.
- **PAID FOR BY ANOTHER MEANS**  
☐ My card number was used to secure this purchase; however, the final payment was made by check, cash, or another credit card. Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.
- **NOT AS DESCRIBED**  
☐ The item(s) specified do not conform to what was agreed upon with the merchant. (The Cardholder must specify what goods, services, or things of value were received. The Cardholder must have attempted to return the merchandise and state so in his/her complaint.)
- **IF NONE OF THE ABOVE REASONS APPLY:**  
 Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper and sign and date your description statement.

Numbers in parentheses correspond to numbers on guide sheet on next page.



DEPARTMENT OF THE NAVY  
NAVAL RESEARCH LABORATORY  
4555 OVERLOOK AVE SW  
WASHINGTON DC 20375-5320

IN REPLY REFER TO

4205  
3440:0000

From: Supply Officer, Naval Research Laboratory  
To: Code

Subj: DELEGATION OF CONTRACTING OFFICER'S AUTHORITY

Ref: (a) ONR Ltr 15/41/91 dtd 11 MAR 91

1. In accordance with reference (a), you are hereby designated a Civilian Contracting Officer for the Naval Research Laboratory (NRL) with authority to exercise the functions set forth and subject to the limitations stated below:

<u>Limitations on type of contract or other purchase document</u>	<u>Monetary Limitation</u>
Purchase Card purchases	\$2,500.00

2. The authority delegated herein shall not be redelegated and shall remain in effect until rescinded, or until you no longer hold a position at NRL.

3. The original of this memo is for your retention. Please sign attached copy, which will be kept on file in Code 3440.

C. A. HARTMAN  
Supply Officer

Received and contents acknowledged:

\_\_\_\_\_  
Date

2 February 2002

**CITIBANK** **NAVY PURCHASE CARD SET-UP FORM****SECTION I****INSTRUCTIONS**

1. To add a new account, AOPC must complete all sections and sign in section VI.
2. Maintain a copy in the Cardholder and Agency/Organization Program Coordinator's files.
3. Fax to (904) 954-8710 or Mail to Citibank Government Card Services, P.O. Box 45134, Jacksonville, FL 32232-5134.
4. If AOPC have CitiDirect Access, Please fill out online application and submit electronically

**SECTION II****CARDHOLDER INFORMATION** (Please Print)

<b>*Last Name of Cardholder</b>		<b>*First Name</b>	<b>*Middle Initial (maximum 20 characters total)</b>	
<b>*Name of Approving Official</b>		<b>*Approving Official Account Number</b>		
<b>*Agency/Organization Name (maximum 24 characters)</b>		<b>*Verification Information, Benefit Start Date (MMYY)</b> ( )		
<b>4th Line Embossing</b>		<b>*Activation Information (Last 4 digits of SSN)</b> ( )		
<b>*Business Mailing Street Address Line 1 (maximum 36 characters)</b>		<b>*Business Phone</b>		
<b>Business Mailing Street Address Line 2 (maximum 36 characters)</b>				
<b>*City</b>	<b>*State</b>	<b>*Zip Code</b>		
<b>Email Address</b>		<b>Fax Number</b>		
<b>*ID Verification Code I- Unit Ident. Code (UIC) e.g., N12345</b>		<b>*Obligation Indicator: (Y) bulk, or (N) transactional</b>		
<b>*Master Accounting Code (LOA) Is this account NAFL. Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>*Number next to field description is required length of field.</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
{ GA: 2	BFYEFY: 8	APPN: 4	SBHD: 4	OBJCLS: 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PAA: 6	CC: 12	{ } = Required for all activities.		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(MCC: 2) ( ) = STARS HCM only	[ FA: 2	BESA: 2	CAC: 4	BRC: 2
			RON: 3	RBC: 1
			FC: 2 ]	[ ] = USMC only

**SECTION III****REPORTING PARAMETERS**

**\*Reporting Hierarchy :** 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_  
**Card Delivery ID #:** \_\_\_\_\_ (maximum 5 characters)

**SECTION IV****AUTHORIZATION PARAMETERS**

**\*Cycle Limit \$** \_\_\_\_\_ **Convenience Checks** Y \_\_\_\_\_ N \_\_\_\_\_ **2 Bks** \_\_\_\_\_ **6 Bks** \_\_\_\_\_  
**Single Dollar Transaction Limit \$** \_\_\_\_\_ (If you checked Y for Convenience Checks fill in cash percentage below)  
**Cycle Number of Transaction** \_\_\_\_\_ **Cash Advance (for convenience checks only)%** \_\_\_\_\_  
**Daily Number of Transaction(s)** \_\_\_\_\_ **\*MCC Template Name** \_\_\_\_\_

**SECTION V****\*PLASTIC TYPE** (Please check one of the following)

Government Standard \_\_\_\_\_ White \_\_\_\_\_

**SECTION VI**

The agency agrees to abide by the procedures established in the Citibank Government Card guidelines. We understand that it is our responsibility to notify Citibank at 1-800-790-7206 (overseas call collect 011-904-954-7580) immediately if a card is lost or stolen.

**\*Agency Program Coordinator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## NAVY APPROVING OFFICIAL ACCOUNT SETUP/MAINTENANCE FORM

### SECTION I

#### INSTRUCTIONS

- To add or change an Approving Official, must complete all sections and sign in section VI. Signatures are required only if submitted by fax or mail.
- Type of request:            New            Change Approving Official Information  
(Complete entire form) (Complete Reporting Hierarchy and only the items requiring a change.)
- Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.
- Fax to your CAS Manager at (904) 954-8744 or Mail to Citibank Government Card Services at P.O. Box 45134, Jacksonville, FL 32232-5134.

### SECTION II

#### APPROVING OFFICIAL INFORMATION (Please Print)

*Last Name of Approving Official (maximum 24 characters)		*First Name	*Middle Initial
*Approving Official Corporate Account Number (mandatory 16 characters for changes only)			
*Agency/Organization Name (maximum 24 characters)		*Verification Information ( )	
*Business Mailing Street Address Line 1 (maximum 36 characters)		*Business Phone	
Business Mailing Street Address Line 2 (maximum 36 characters)			
*City	*State	*Zip Code	Country
Email Address ( )			
Fax Number		Discretionary Code 1 (maximum 12 characters)	

\*Master Accounting Code (LOA) Is this account NAFL. Yes ☐ No ☐ \*Number next to field description is **required** length of field.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
{ GA: 2	BFYEFY: 8	APPN: 4	SBHD: 4	OBICLS: 4	BCN: 5	SA: 1	AAA: 6	TT: 2	
<input type="text"/>	<input type="text"/>								
PAA: 6		CC: 12 }							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
{ } = Required for all activities.									
( MCC: 2 ) ( ) = STARS HCM only	[ FA: 2	BESA: 2	CAC: 4	BRC: 2	RON: 3	RBC: 1	FC: 2 ] [ ] = USMC only		

### SECTION III

#### REPORTING PARAMETERS

\*Reporting Hierarchy: \_\_\_\_\_

### SECTION IV

#### AUTHORIZATION PARAMETERS

Dollars per Cycle Limit \$ \_\_\_\_\_ Number of Transactions: Cycle \_\_\_\_\_ Day \_\_\_\_\_

### SECTION VI AGENCY/ORGANIZATION PROGRAM COORDINATOR SIGNATURE (Required for paper submission only.)

Approving Agency/Organization Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

( ) ( )  
Full Name (Please print) Business Phone Fax Number

UNIT OF ISSUE TERMS REFERENCED TO DESIGNATIONS

A	C	H
AMPULE.....AM	CORD.....KD	HALF-DOZEN.....DH
ASSEMBLY.....AY	CRATE.....CR	HALF-POUND.....HP
ASSORTMENT.....AT	CUBIC CENTIMETER....CC	HANK.....HK
AUDIO CASSETTE....AC	CUBIC FOOT.....CF	HOURL.....HR
	CUBIC INCH.....CI	HUNDRED.....HD
B	CUBIC METER.....CZ	HUNDRED FEET.....HF
	CUBIC YARD.....CD	HUNDRED POUNDS....HU
BACK ISSUE.....BS	CYLINDER.....CY	HUNDRED SQ FT.....HS
BAG.....BG		
BALE.....BE	D	I
BALL.....BA		
BAR.....BR	DAY.....DY	INCH.....IN
BARREL.....BL	DECAGRAM.....DC	INGOT.....IG
BLOCK.....BC	DECIGRAM.....DG	
BOARD FOOT.....BF	DECILITER.....DL	J
BOLT.....BO	DECIMETER.....DE	
BOOK.....BK	DECK.....DK	JAR.....JR
BOTTLE.....BT	DISPENSER.....DI	JOURNAL.....JO
BOX.....BX	DOZEN.....DZ	JUG.....JG
BRICK.....BI	DRAM.....DM	
BUNCH.....BH	DRUM.....DR	K
BUNDLE.....BD		
BUSHEL.....BU	E	KEG.....KE
		KILOGRAM.....KG
C	EACH.....EA	KILOMETER.....KM
	ENVELOPE.....EN	KIT.....KT
CAKE.....CK		
CAN.....CN	F	L
CANISTER.....CX		
CAPSULE.....CP	FLASK.....FL	LENGTH.....LG
CARAT.....KR	FONT.....FO	LINEAR FOOT.....LF
CARBOY.....CB	FOOT.....FT	LINK.....LK
CARTON.....CT		LINEAR YARD.....LY
CARTRIDGE.....CA	G	LITER.....LI
CASE.....CS		LONG TON.....LT
CASK.....KS	GALLON.....GL	LOT.....LO
CENTIGRAM.....CE	GALLON IMPERIAL....GB	
CENTIMETER.....CM	GILL.....GI	M
CHEST.....CH	GLASS.....GS	
COIL.....CL	GRAIN.....GN	MAGAZINE.....MA
COMP DISK RO	GRAM.....GM	MAP.....MP
MEMORY.....KK	GROSS.....GR	MEAL.....ME
CONTAINER.....CO	GROUP.....GP	METER.....MR

UNIT OF ISSUE TERMS REFERENCED TO DESIGNATIONS

M	R	T
MICROFICHE.....MS	RATION.....RA	TRAY.....TR
MICROFILM.....MF	REAM.....RM	TROY OUNCE.....TO
MILE.....MI	REEL.....RL	TUB.....TB
MILLIGRAM.....MG	REPRINT.....RP	TUBE.....TU
MILLILITER.....ML	RIBBON.....RN	TWENTY.....AX
MILLIMETER.....MM	ROLL.....RO	TWENTY-FIVE.....AV
MONTH.....MO	ROUND.....RD	TWENTY-FIVE OF ITEM.....TF
		TWO HUNDRED FIFTY....AA
N	S	U
NET TON.....NT	SACK.....SA	
	SECTION.....SC	UNIT.....UN
O	SEMI ANNUAL.....SN	U.S.P. UNIT.....US
	SET.....SE	
OUNCE.....OZ	SHEET.....SH	V
OUTFIT.....OT	SHORT TON.....ST	
	SKEIN.....SK	VIAL.....VI
P	SKID.....SD	VIDEO TAPE.....VT
	SLAB.....SB	
PACK.....PK	SLEEVE.....SV	W
PACKAGE.....PG	SPOOL.....SL	
PACKET.....PZ	SQUARE.....SQ	WAFER.....WF
PAD.....PD	SQUARE FOOT.....SF	WEEK.....WK
PAGE.....PP	SQUARE INCH.....SI	
PAIL.....PL	SQUARE METER.....SM	Y
PAIR.....PR	SQUARE YARD.....SY	
PANEL.....PN	STACK.....SS	YARD.....YD
PAPER.....PA	STICK.....SX	YEAR.....YR
PAPERBACK BOOK....PB	STOCK.....SZ	
PECK.....PE	STRIP.....SP	
PENNYWEIGHT.....PW	SUIT.....SU	
PHOTOCOPY.....PH	SYRINGE.....SG	
PIECE.....PC		
PINT.....PT	T	
PLATE.....PM		
POUND.....LB	TABLET.....TT	
	TAPE.....TP	
Q	TEN.....XX	
	THOUSAND.....MX	
QUART.....QT	THOUSAND CU FT....MC	
QUART IMPERIAL....QI	THOUSAND FEET....TH	
QUARTER.....QA	TIN.....TI	
QUIRE.....QR	TON.....TN	